

BROOKHAVEN NATIONAL LABORATORY

SBMS Interim Procedure

Interim Procedure Number: 2001-004

Revision: 1

Title: Professional Licensing or Certification Fees

Point of Contact: Kevin Fox

Management System: Financial Management System

Effective Date: October 10, 2001

Expiration Date: June 30, 2005

Approved by (line management, Management System Steward): **Mark Israel, Brian Sack**

Approved by (Deputy Director, Operations): **Michael Bebon**

Applicability: All BNL management, staff, guests, and visitors

Procedure:

Professional licensing or certification fees incurred by the employee to fulfill a condition of employment at the Laboratory are considered allowable costs under our contract with DOE. Such costs will be paid directly, or reimbursed to the employee, from the respective organization's account. Reimbursement requests shall be submitted with a memorandum to the Fiscal Officer from the cognizant Level 1 or 2 Manager or their Deputy. The request must also be accompanied by appropriate supporting documentation such as the completed licensing application form or paid receipt.

When professional licensing or certification is not a condition of employment, but deemed to be of substantial benefit to the Laboratory, the fees incurred by the employee are considered allowable costs, at the discretion of the Department Chair or Division Manager. Such costs will be paid, or reimbursed under the same procedure described above.